

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WORKSMART

This information bulletin announces the availability of [WorkSmart](#) on the Internet.

WorkSmart is an Internet application designed to offer entry-level job seekers and work force re-entrants "soft" skills and occupational information to assist them in obtaining employment.

WorkSmart is a useful tool for both job seekers and workforce preparation professionals who provide job readiness and career counseling information to job seekers.

Special WorkSmart features:

- Easy to understand
- Self-help tool
- Work-place photographs
- Job search resources
- Soft skills tips on appearance, attitude, timeliness, and commitment to the job
- Step-by-step instructions for writing a resume, cover letter, and employer thank you note (samples included)
- Tips on preparing for an interview

WorkSmart also provides the descriptions of 50 entry and mid-level occupations including:

- Wages
- Occupational employment projections
- Career growth opportunities
- Entrance requirements

Originally, WorkSmart was released as a CD-ROM product in 1999. The WorkSmart application has been updated with the latest California wages and projection data in preparation for the Internet release.

If you have any questions concerning WorkSmart, contact the Employment Development Department, Labor Market Information Division, Publication and Information Unit at (916) 262-2162.

/S/ BILL BURKE
Chief